How To Upload your EFT Bank Form and voided check or bank letter

You must notify Theresa Hoang, 14 days prior to making any changes.

Please follow steps below:

1. Please log into your provider portal and log in.

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	View/Update	Vi

- 2. Click on the "Documents" tab and select "View/Update"
- 3. Please scroll down until you see the folder "EFT Bank Form w/ Voided check or Bank Letter" and select "Uploaded New File".

EFT Bank Form W/ Voided Check or Bank Letter (0	View Files	Upload New File	11/07/2023	thoang@elcescambia.org
files)				

- 4. Please upload your completed EFT bank form (attached via email) and a copy of your voided check or bank letter. Please do not scan your check on top of the EFT bank form.
- 5. Please email Theresa Hoang, <u>thoang@elcescambia.org</u>, notifying that you have uploaded your new bank information to the folder.